

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

17 November 1967

To: All Training Officers of the Agency

ADVANCED MANAGEMENT PLANNING

DATES

14-19 January 1968 (Sunday afternoon -
Friday afternoon)

LOCATION

25X1C

OBJECTIVES

To increase individual effectiveness on
the job by providing better understanding
of planning as a managerial skill and
familiarization with the Agency's overall
planning system.

FOR

Unit chiefs who have a need for better
understanding of planning methods and
processes.

Staff officers who provide planning
support to line officers.

Grade level: GS-13 or above.

(Not for persons assigned full-time PPB
duties, although they are not excluded
from attending.)

DESCRIPTION

A one-week, full-time, residence course
covering the objectives and elements of
planning, the varied styles of planning
and the criteria for selection of a planning
style, techniques used in planning, and
the Agency's overall system for planning,

(Over, please)

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GROUP 1
Excluded from automatic
downgrading and
declassification

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programming, and budgeting. This course will not rely on formal lectures but will feature active learning through precourse work, team problem-solving, and case study.

25X1A

PRECOURSE WORK Approximately 10 hours of preparatory work required before the beginning of the course.

REGISTRATION Limited to 32.

Closes on 29 December 1967. Because of precourse work requirements, no substitutions after that date.

TRAVEL ORDERS Participants' offices responsible for 25X1A
AND COST travel orders and travel costs.

ADDITIONAL On course content, call
INFORMATION On registration, extensi

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